

COI CHAIRMANSHIP

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First: Commissioner's Office

The commissioner comes on top of the **COI** organizational structure and has the rank of a minister as stated in the **COI** Law No. 30 of 2011, which grants the commissioner many powers, most importantly are setting and managing the **COI** general policy, ensuring proper execution of its duties and its respect of the law, enacting the bylaws of its directorate, and taking discipline actions against its violating staff in keeping with the law.

The commissioner has a private office with three departments affiliated therewith, in addition to a number of sections linked to and supervised by the chef de bureau of the commissioner. The departments are as follows:

1- Audit and Internal Control Department

2- Inspection Department

3- Foreign Relations Department

Personnel of the Commissioner's Office, including Departments and Sections, consist of 83 Employees of Different Specialties, as follows:

| Postgraduates | Bachelors | Below bachelor's degree | Total |
|---------------|-----------|-------------------------|-------|
| | 52 | 31 | 83 |

Major Specializations are as follows:

| Investigators | Legists | Statisticians | Accountants | Auditors | Translators | Others | Total |
|---------------|---------|---------------|-------------|----------|-------------|--------|-------|
| 6 | 7 | 13 | 5 | 8 | 4 | 40 | 83 |

Following are the major activities carried out by the Commissioner's Office and its departments and sections:

- 1- The number of meetings of Appraisal Board set up under the CoR decision no. 210 of 2008 amounted to 59 meetings from 2008 to 2012, including 33 meetings in 2012. The board issued 238 decisions, including 203 decisions in 2012.

The Number of Meetings held by the Appraisal Board, and the Number of Decisions made Annually

| Investigators | 2008 | 2009 | 2010 | 2011 | 2012 | Total |
|------------------|------|------|------|------|------|-------|
| No. of meetings | 4 | 7 | 7 | 8 | 33 | 59 |
| No. of decisions | 4 | 3 | 8 | 20 | 203 | 238 |

2- The number of inspection visits made by the commissioner to the **COI** investigations offices in the governorates was 5 visits, through which he inspected the progress of work on the ground, and was briefed about the difficulties and problems faced during performance of their tasks. He also made many personal checks about solutions made.

1- Audit and Internal Control Department

It is responsible for auditing financial transactions, participating in different committees, making auditing visits to **COI**'s offices to identify violations and mistakes, and preparing answers to the BSA observations made for certain financial and administrative petitions. The following Table offers a statistical survey of the activities carried out by the department:

| No. | Activity | No. |
|-----|--|------|
| 1 | Auditing bills of exchange | 2356 |
| 2 | Auditing settlement restriction | 992 |
| 3 | Regulating and auditing bank reconciliation statement | 48 |
| 4 | Auditing monthly trial balance | 12 |
| 5 | Auditing disbursement lists | 1109 |
| 6 | Administrative auditing of the Housing Committee recommendations | 79 |
| 7 | Auditing pay rolls | 215 |
| 8 | Committees in which the department has participated | 26 |
| 9 | Statements of opinions | 530 |
| 10 | Store inventory | 4 |
| 11 | Treasury inventory | 32 |
| 12 | Courses | 4 |

2- Inspection Department

It controls and supervises the **COI**'s directorates and offices in Baghdad and the governorates, identifies violations and mistakes committed by them without prejudice to the duties entrusted to the Audit and Internal Control Department, and implement the orders issued by the **COI**'s Chairmanship to form investigative committees. Following is a statistical survey of the activities performed by the department:

| No. | Activity | No. | Executed | In Progress |
|-----|--|-----|----------|-------------|
| 1 | Investigative committees | 73 | 66 | 7 |
| 2 | Corruption allegations | 252 | 187 | 65 |
| 3 | Validate academic documents | | 176 | |
| 4 | Reports issued to follow-up detainees' conditions | 12 | 8 | 4 |
| 5 | Follow-up punishment execution | 223 | 138 | 85 |
| 6 | Other committees the department employees have participated in | 41 | 14 | 27 |
| 7 | Inspection visits | 12 | 12 | - |
| 8 | Follow-ups and statements of opinions | 161 | 159 | 2 |
| 9 | Monitor the COI staff's commitment to official work hours | 29 | 29 | - |
| 10 | Threats to COI staff | 24 | | |

3- Foreign Relations Department

It coordinate joint works between **COI** Chairmanship and foreign parties, and keep relevant materials. Following are major implemented activities:

- 1- Coordinating the meeting between the commissioner and the Danish Ambassador in Baghdad, Heinrich Westerny on 4 January 2011, resulting in allocating and depositing of US\$ 2 million with the EU mission for training programs, part of which are in progress at IACA;

- 2- Meeting between the commissioner, UNODC Deputy Regional Representative, Mr. Leif Villadsen, and Mrs. Claudia Olaru, Program Coordinator;
- 3- Meeting between the commissioner and Judge Ehab Manbawi from UNODC;
- 4- Meeting between the commissioner, experts from the Office of International Affairs on Drug and Law Enforcement, and experts from the US embassy in Baghdad;
- 5- Meeting between the commissioner and Mr. Jason Reichelt from UNODC to discuss Iraq's implementation of UNCAC; and
- 6- Meeting between the commissioner and UNODC experts concerned with asset recovery and tracking, in addition to officials from the US embassy department concerned with corruption affairs.

4- Follow-up Section

Its activities include communicating with parties inside and outside **COI**, providing opinions, and others as outlined in the table below:

| No. | Activity | No. |
|-----|---|------|
| 1 | Correspondences | 3826 |
| 2 | Statements of opinions | 2275 |
| 3 | Executed follow-ups | 597 |
| 4 | In progress follow-ups | 65 |
| 5 | Participation in investigative committees, etc. | 15 |

5- Identity Section

It issues IDs and arrange Green Zone forms and all other relevant procedures. Following are its activities:

- Preparing an integrated database for **COI** staff and IDs, as well as Green Zone passes;
- Processing and archiving applications of **COI** personnel IDs at the Badge Section as per relevant investigation departments and offices, and entering them into the database.
- The following table offers details about the other activities achieved by this section:

| No. | Activity | No. |
|-----|--|-----------------|
| 1 | Issue identities for employees | 1782 |
| 2 | Organize, process the applications of, and deliver the Green Zone badges | 1,438 employees |
| 3 | Coordinate security interviews related to the Green Zone badge issuance | 58 employees |
| 4 | Design and issue temporary IDs for the Mol security staff | 145 |

6- Computer and Delegations Section

The following table includes statistical details about the activities performed by this section:

| No. | Activity | No. |
|-----|---|-----|
| 1 | No. of employees participating in training courses abroad | 781 |
| 2 | Training courses abroad | 35 |
| 3 | Conferences and workshops abroad | 11 |

Newly Created Departments

A number of departments has been created within the Commissioner's Office administrative structure, most importantly are Private Department, HRD, Planning and Follow-up Department, and Media Center, pursuant to the Ministerial Order no. 3784 of 18.10.2012, in response to the provisions of the **COI** Law No. 30 of 2011. Tasks and duties of these departments are as follows:

1- Private Department

It performs the tasks and duties related to all the commissioner's activities to help him perform the assigned duties. The department consists of 6 sections. Its major activities include the following:

- A- Following up nomination and removal of inspectors general in the ministries and bodies not associated with a ministry, in addition to arranging dossiers for the respective inspectors;
- B- Developing a database containing information on a number of key criminal or allegation-based cases for follow-up purposes;

- C- Developing a database for **COI** employees' deputations, including completion of all deputation procedures, in accordance with MoFA regulations and instructions;
- D- Preparing for the commissioner's meetings with local and foreign officials and **COI** staff members in accordance with the regulations and protocol procedures; and
- E- Providing personal protection requirements for the commissioner.

2- HRD

This department was set up in keeping with CoMSec directives about creating special departments in the ministries to follow up citizens' complaints, recover their rights, and develop policies aimed to improve government institutions' performance towards strengthening trust between citizens and the government.

3- Media Center

It is attached to the commissioner, and consists of Monitoring and Follow-up Section and Website Section. Both sections are responsible for providing news releases, media material, and communicating with the public and media authorities to ensure transparency while performing **COI**'s activities.

Second: Deputy Commissioner's Office

Pursuant to the **COI** Law, the commissioner has two deputies ranked as undersecretary. However, pending the appointment of two deputies, in accordance with the legal mechanisms, the present deputy continues to perform his duties under supervision and guidance of the commissioner and replaces him in case of inability to perform his duties for whatever reasons.

Deputy Commissioner's Office has 24 employees of various specialties, as follows:

| Bachelors | Below Bachelor degree | Total |
|-----------|-----------------------|-------|
| 11 | 13 | 24 |

Major specialties are outlined in the following Table:

| Investigators | Legists | Accountants | Others | Total |
|---------------|---------|-------------|--------|-------|
| 2 | 1 | 3 | 18 | 24 |

The main activities carried out are:

- 1- Number of corruption allegations registered with the Deputy Commissioner's Office reached 7,173 allegations, of which 6,495 were processed, while 502 allegations are under processing.
- 2- Number of followed up cases amounted to 280 cases, against 670 left from 2011, of which 409 cases were processed.
- 3- Support was provided to the Central Allegation Audit Committee (an e-archiving and record keeping program was introduced).
- 4- Following-up all **COI** directorates continuously.
- 5- Offering logistical support to all **COI** directorates, conferences and workshops.
- 6- Carrying out the tasks of foreign committees presided by the deputy commissioner, and submitting appropriate recommendations to CoMSec.
- 7- Preparing 1,800 correspondences.
- 8- Preparing personal files and leave forms for the office staff.
- 9- Electronic archiving of letters where all the 294 files of 2010, 2011 and 2012 were archived.
- 10- Arranging appointments for internal and external committees.
- 11- Receiving e-mails (information) and transferring them to the Investigation Directorate.
- 12- Facilitating entry of foreign visitors to the office and other directorates.
- 13- Number of outgoing mails reached 3,412 letters, in addition to 5,921 incoming letters, reviews, and requests.

